



HUMAN RESOURCES DEPARTMENT

City of Burlington
131 Church Street, Burlington, VT 05401

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Waterfront Coordinator Parks and Recreation Department

POSTING DATE: August 11, 2010

DEADLINE TO APPLY: August 20, 2010

RATE OF PAY: \$962.681/weekly

POSITION STATUS: Limited Service FT

EXEMPT/NON-EXEMPT: Exempt

CLASSIFICATION GRADE: 19

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the overall operations and daily maintenance of the Burlington Community Boathouse, Perkins Pier, Burlington Harbor, Waterfront Park, Waterfront Information Building, Waterfront Parking Gates, Skate Park, Roundhouse Point, Oakledge Park, the Fishing Pier, the Urban Reserve. This position also supports operations within other parks and facilities throughout the City.

Essential Job Functions:

- Recruit, supervise, schedule, train and evaluate all seasonal, limited service and volunteer personnel in order to cover all shifts and special events in accordance with union contract, personnel policy, and operating procedures of the Department.
- Train and supervise staff in the operation of all equipment, apparatus and technology applications necessary for effective land and waterside operations.
- Develop and implement work plans for operations, maintenance, programs, special projects and events.
- Ensure the cleanliness and safety of parks and facilities.
- Manage the Burlington Harbor, including acting as "Harbormaster", to include assuring safe passage and docking of boats and adherence to waterway rules and regulations using the powers of "special police".
- Manage Oakledge Park, including but not limited to, partial landscaping, preventative maintenance to shelters, shelter rentals, equipment rentals and ensuring cleanliness and safety of facilities and grounds.
- Prepare and administer contracts and agreements in coordination with local, state and federal level agencies, as well as with outside organizations and businesses.
- Establish and implement the seasonal schedule for all marina operations.
- Act as site-manager for large-scale special events at the waterfront, including but not limited to, set-up, breakdown, crowd and traffic management, etc.
- Respond to public inquiries regarding facility and park uses, resolve conflicts that arise between users with competing interest or needs, convey and enforce park rules, etc.
- Ensure proper handling of cash receipts/deposits for, seasonal and transient slip rentals, POS services and parking receipts.
- Prepare and implement marketing strategies to enhance the Department's special facilities use and increase revenue base.
- Perform various budget tasks, including but not limited to, recommending annual budget appropriations, effecting expenditure control, forecasting revenue, recommending and implementing fee increases, preparing and monitoring reports, soliciting quotes for operating and capital improvements, pricing parts and supplies,
- Compile and evaluate information on participation, attendance, trends, efficiency and effectiveness of programs and park facilities and spaces.
- Participate in the development of goals and objectives of the Parks and Recreation Department.
- Other duties as required.

Qualifications/Basic Job Requirements:

- B.S degree in Recreation Management, Business Management, or closely related field and three years of experience in the operation of recreation and park facilities, with at least two years in a supervisory capacity required. .
- Knowledge of and experience in marina operations.
- Ability to act as an ambassador to all users of the Burlington Waterfront area to ensure safety, enjoyment, and to put forth the vision of the City and the Department, and to direct and motivate subordinate staff to do the same.
- Ability to obtain and maintain a valid Vermont driver's license
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, database, publishing, and presentation software.
- Ability to manage multiple tasks in a fast paced, high stress environment in a professional manner.
- Ability to work in and around water.
- Ability to operate and monitor 2-way radio and other communication devices typically used in a marine and park environment.

- Ability to communicate effectively both orally and in writing.
- Ability to provide professional and courteous customer service.
- Ability to routinely work nights, weekends and holidays.
- Ability to be on call 24 hours a day, seven days a week.
- Ability to manage ever-changing situations quickly and reasonably

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume by August 20, 2010 to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY) Visit our website: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.